

Purchasing Department Newsletter

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Des Moines Airport Shuttle Service

Executive Express offers affordable airport shuttle service for Iowa State employees and students. Travel for students and guests may be charged to a p-card. Employees traveling on university business should pay for the shuttle service and be reimbursed per the travel reimbursement policy, as employee travel expenses may not be charged to a p-card.

Reservations may be made online at www.executiveexpress.biz and must be made at least 24 hours in advance. Pick-ups are at the Memorial Union (south door facing Lincoln Way) from 4:00 am to 9:30 pm and at the Holiday Inn Express & Suites on East 13th Street in Ames starting at 4:15 am until 9:45 pm. More information on rates and pick-up times are available on the Executive Express website. For groups that are not big enough for a motor coach, charters are available upon request. For charters or special requests (e.g., traveling to the Omaha or Minneapolis airports), call 1-888-522-9899.

Questions? Contact purchasing agent Jodi Essex at 515-294-5641 or jodir@iastate.edu.

P-card Security: Protect Your Card Number

Help prevent credit card fraud! Please do not transmit purchasing card numbers via email when contacting the purchasing department. Requests or inquiries about a cardholder record may be made with just the cardholder and department names. The purchasing department never needs a card number to locate a cardholder record; for security purposes, the p-card system does not contain a cardholder's complete card number.

Sales Tax Exemption and Online Vendors

When using your p-card to place orders online, keep in mind that most websites are set up to do consumer transactions rather than business to business transactions. Many online vendors do not provide a process to identify an order as tax exempt, and this may result in the company charging sales tax on your order. In the event that you are charged for sales tax, it can be difficult to have the sales tax credited back from these companies.

The purchasing department recommends limiting purchases from online vendors that are geared toward consumer purchasing, such as Wal-Mart or Target. Using the contracted vendors available through cyBuy for office and computer supplies eliminates the issue of requesting tax exemption. In the event that you are charged sales tax on a p-card transaction, please contact Tisha Campbell at 515-294-4860 or tishac@iastate.edu to provide the company with a sales tax exemption certificate.

This newsletter has been sent to members of the Purchasing Information Network. Please feel free to post and distribute this newsletter to appropriate people in your department.